

# Traffic Enforcement Technician



**Job Code:** 5212  
**Grade:** 124  
**Reports to:** Police Sergeant  
**Salary Range:** \$40,288 - \$62,603  
**FLSA Status:** Non-Exempt

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## **GENERAL STATEMENT OF DUTIES**

Performs technical and administrative duties in the operation of complex automated traffic enforcement digital camera equipment for recording the images of vehicles exceeding posted speed limits; does related work as required.

## **DISTINGUISHING FEATURES OF THE CLASS**

An employee in this classification utilizes knowledge of the basic concepts and procedures of automated traffic enforcement in setting up and monitoring automated traffic enforcement equipment, which records and creates photographic evidence of speeding violations. The work is subject to general instructions and established routines with supervision of progress and review of results and is supportive of the photo speed monitoring program. Supervision is exercised over subordinate personnel.

## **ESSENTIAL FUNCTIONS**

Setting up and monitoring automated traffic enforcement equipment; enforcing traffic laws; evaluating and approving automated traffic citations; preparing reports; maintaining records.

## **EXAMPLES OF WORK**

- Recommends and deploys photo speed detection equipment based on information collected, legal requirements, street layouts, time of day, weather, speed compliance surveys, and consideration of previous day's activity; and monitors system operation.
- Assigns schedules, collects run sheets.
- Reviews documentation of court dispositions, payments, late fee waivers, and administration voids of citations.
- Performs the certification in the operation of the Photo Radar Units.
- Reviews computer images supplied by the contractor of photo speed monitoring systems.
- Maintains records of daily activity, including equipment inspections, field work performed, deployment logs, and public contacts.
- Travels to and from remote ticket approval sites and court facilities.
- Prepares case records to ensure all information is organized for use in court if necessary.
- Prepares and provides court testimony regarding identified violations.
- Responds verbally and in writing to citizen inquiries related to the photo speed camera citation program.
- Accesses MVA records through a computerized system for violator identification.
- Provides documentation and information to the supervisor and the contractor regarding any problems or concerns.
- Provide training in the use of Photo Radar Units and the computer format to approve or deny citations. Coordinates Service and calibrates equipment.
- Operates a motor vehicle on a daily basis.
- Performs related tasks as required.

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- General knowledge of applicable Maryland State traffic laws.

- General knowledge and application of the operational procedures, policies, regulations, and methods of the Maryland Interagency Law Enforcement System (MILES) and the National Crime Information Center (NCIC) System.
- General knowledge of appropriate case preparation policies and court rules as they apply to the testimony and introduction of evidence.
- Knowledge of applicable laws and procedures regarding the use and dissemination of motor vehicle information.
- Knowledge and ability to operate computer systems.
- Ability to communicate effectively both orally and in writing.
- Ability to establish and maintain effective working relationships with public officials, associates, and the general public.
- Ability to handle and resolve problems with tact, resourcefulness, good judgment, and impartiality.

**MINIMUM EDUCATION AND EXPERIENCE**

High School graduation, High School Equivalency Diploma, or G.E.D. Certificate. Two (2) years of related experience in a position which demonstrates analytical and customer service skills; or any equivalent combination of education, training, and experience. Must be able to maintain Maryland Interagency Law Enforcement System (MILES) and National Crime Information Center (NCIC) certification.

**WORK HOURS**

Requires 40 hours in a standard workweek.

**WORK CONDITIONS**

- Light work requiring the exertion of up to 20 pounds of force frequently to move objects.
- Work requires sitting sixty percent of time, standing thirty percent of time, and walking ten percent of time.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Visual acuity is required for color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, and observing general surroundings and activities.
- The worker is subject to inside and outside environmental conditions.

**ADDITIONAL REQUIREMENTS**

Possession of an appropriate driver's license valid in the State of Maryland.

Updated FY 2012

This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification. The list of essential functions/examples of work, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

**ACKNOWLEDGMENT OF CLASS SPECIFICATION**

I acknowledge that I have read the class specification and requirements for the Traffic Enforcement Technician position. I understand this class specification does not constitute an employment agreement between the employer and the employee and is subject to change as the needs of the employer and requirements of the position change.

Are you able to perform the essential functions of this position with or without accommodation?

☐ Yes      ☐ No

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Employee Signature

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Date

The City of Gaithersburg is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Gaithersburg provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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City of Gaithersburg  
31 South Summit Avenue  
Gaithersburg, MD 20877  
[www.gaithersburgmd.gov](http://www.gaithersburgmd.gov)

Human Resources Department  
Phone: 301-258-6327  
Fax: 301-258-6414  
[hr@gaithersburgmd.gov](mailto:hr@gaithersburgmd.gov)